

### Suggested Committee Appointment Timeline

- March
  - Post a list of all available openings on the Town website (openings to include occupied seats that are up for reappointment)
  - Announce Committee appointment process opening at a Select Board meeting State that applications should be received before May 14<sup>th</sup>
  - Advertise openings beginning April 16<sup>th</sup>
- May
  - TA Office reviews all applications and organizes them by committee
  - TA Office updates committee spreadsheet
- May
  - TA Office updates the Select Board on Committees that have not received the needed number of applications by the application date. These committees are announced at a Select Board meeting. And an extension to apply for those committees.
- June
  - Appointments begin.
- First Week of July
  - Send all appointees their appointment letters and let them know to swear in with the Town Clerk's Office (this is ongoing as members get appointed)
- First Select Board meeting in July
  - Make remaining committee appointments.
- Last week in July
  - Send emails to all committee applicants letting them know that the committee appointment process has ended and that those who were appointed have received their appointment letters via email. Thank all for applying and encourage them to apply again next year
- Hold onto all committee applications for the remainder of the year to fill any vacancies that come up
- Last week of February
  - Work with the Town Clerk's Office to clear all old applications from the Committee database
  - Hold all vacancies from this date forward until the committee appointment process begins again